



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
Building Division**

Permits..... 2.24-5469  
Records/Inspections.....224-5470  
Plans Examiner.....224-5468

ONE MANITTON COURT ISLIP, NEW YORK 11751 Phone (631) 224-5464 Fax (631)224-5462

**REQUIREMENTS FOR RESIDENTIAL ADDITION AND/OR ALTERATION PERMITS**

**Building Permit application completely filled out, with the property owner's signature notarized.**

**If the construction is over 400 sq. ft., the Building Permit application must include the name, license # and notarized signature of the Suffolk County Licensed Home Improvement Contractor OR the homeowner must submit a Town of Islip Homeowner Contractor Release Affidavit.**

**A \$200.00 non-refundable filing fee—there will be a permit fee due which is based on the size of the proposed construction (.35 per square foot) after the plans have been approved.**

**3 copies of the Land Survey: an accurate, dimensioned, legible, Survey showing all current existing structures with setbacks. Design Professional is to provide a Plot Plan on the cover sheet of plans and must draw in and identify all proposed construction.**

**3 sets of CONSTRUCTION PLANS, signed and sealed by N.Y.S. licensed, registered architect or engineer, reflecting the minimum required below:**

**Minimum Requirements for Residential Construction Drawings**

Survey ( with elevation at street level and grade )      Plot Plan  
Original Signature and Seal of NYS Licensed / Registered Design Professional  
Address and Telephone Number of Design Professional  
3 sets - Size no larger than 24" x 36"  
RES Check Compliance Certificate based on NYS Energy Conservation  
Construction Code (current version is available for free @ [www.energycodes.gov](http://www.energycodes.gov))

# Town of Islip - Building Division - FAR Variance Request

Date: _____ Name: _____ Address: _____ _____ _____ Tel (H): _____ Tel (W): _____ Rep Tel: _____	SCTM: _____ Zoning Dist: _____ Permit #: _____ Physical Location: _____ _____ _____ _____
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Existing (All Dimensions from Structure Exterior):

Proposed----->:

	Sq. Ft.:	%FAR:
<b>Total Lot Area:</b>		
<b>Existing Main Structure:</b>	-----	-----
First Floor:		
Second Floor:		
Attic Space w/4'6" Headroom or More:		
<b>Basement/Cellar*:</b>	-----	-----
% Above Grade:		
Ceiling Height:		
Square Footage:		
First Floor:		
Second Floor:		
Attic 4'6" headroom:		
<b>Basement/Cellar*:</b>	-----	-----
1. % Above Grade:		
2. Ceiling Height:		
3. Square Footage:		
<b>Detached Structure:</b>	-----	-----
Garage:		
Shed 1:		
Shed 2:		
Shed 3:		
Gazebo:		
<b>Other Structures:</b>	-----	-----
Include roofed over patios and decks:		
All Decks on FI over 4' wide:		
Deck Height:		
Other: _____		
<b>Total:</b>		
Excess FAR?:		
FAR Variance Required?:		

**\* Please Note these Definitions:**

**CELLAR** - The lowest level of a structure when there is less than 50% of the lowest level above average grade. For the purposes of determining the percent below grade, the cellar shall be measured from the first-floor elevation (F.F.El.) to the cellar floor. A cellar shall be counted as gross floor area as required under the definition of gross floor area. A cellar shall not be used for permanent habitable space activities, including sleeping and cooking.

**BASEMENT**- The lowest level of a structure when there is more than 50% of the lowest level above average grade. For the purposes of determining the percent above grade, the basement shall be measured from the first floor elevation (F.F.El.) to the basement floor. A basement shall be counted as gross floor area.

**GROSS FLOOR AREA (GFA)** - The total floor area of a structure as measured from the exterior faces of the walls. Gross floor area shall include accessory buildings/structures, basements, above-grade floors, interior balconies, mezzanines, storage space, floor space utilized for mechanical equipment with structural headroom of seven feet six inches or more, and ground-level covered or enclosed porches, patios and decks. Gross floor area shall include the area under a gable, hip, gambrel or similar type roof, where there exists a floor-to-ceiling height of four feet six inches or more. Residential cellars shall not be included in gross floor area. All cellars, basements, storage space or occupied space shall be included when calculating gross floor area for nonresidential uses. Decks, excluding those located on Fire Island, shall not be included in gross floor area, provided that they are accessory to a permitted principal use and are not roofed over, covered or enclosed. Covered residential front yard porches not exceeding six (6) feet in width, and area underneath any residential cantilever not exceeding 24 inches shall also not be included in Gross Floor Area.

## **THE FOLLOWING MUST APPEAR ON THE PLANS**

### **Building Plan Review Note**

Town of Islip Building Plans Examiner shall review the enclosed document for minimum acceptable plan submittal requirements of the Town of Islip as specified in the Building and/or Residential Code of the State of New York. This review does not guarantee compliance with that code. The seal and signature of the design professional has been interpreted as an attestation that, to the best of the licensee's belief and information, the work in the document is:

- accurate,
- conforms with governing codes applicable at the time of submission,
- conforms with reasonable standards of practice and with view to the safeguarding of life,
- health, property and public welfare,
- is the responsibility of the licensee.

These plans are in compliance with New York State Residential Code 2007.